



## JOB DESCRIPTION

<b>Job Title:</b>	Programme Tutor
<b>Duration:</b>	Sessional Contract
<b>Hours:</b>	According to the needs of the timetable/ as agreed
<b>Reports to:</b>	Head of Learning and Participation
<b>Fees:</b>	£26.84 per hour <i>(This is subject to a pay review and potential increase from September 2022.)</i>

## JOB SUMMARY

### SUMMARY OF KEY RESPONSIBILITIES

- Provide high-quality and inspirational training to participants
- Ensure an inclusive experience and activity tailored to the needs of all participants
- Provide performance and sharing opportunities
- Demonstrate excellent timekeeping
- Write and develop a curriculum, plan for each lesson/level on the timetable adhering to the Wac Arts' Quality Code and Aims of Participation
- Plan sessions that align with Wac Arts' Quality Code and Aims of Participation
- Complete at least three observation plans per academic year, undertaking post observation reflection
- Apply feedback and guidance to future sessions and planning
- Mentor and support the Programme Class Assistant to develop their skills as a young tutor and assist the m in planning and delivering portions of the sessions during Programme Assistant Teach Week
- Provide constructive feedback in a timely fashion, providing the Programme Class Assistant with opportunities to implement this feedback
- Provide compassionate, clear and helpful feedback to participants and parents (where necessary) in verbal and written form
- Ensure risk assessments/ registers and any other relevant paperwork is completed for your activity and returned promptly to your line manager
- Respond to correspondence from your line manager or any other member of core staff in a timely fashion
- Report and record any issues surrounding safeguarding according to the Wac Arts Safeguarding Policy
- Demonstrate excellent classroom management and monitor behavioural standards
- Attend programme meetings and training as required
- Make your line manager aware of any issues or complaints



- Act as the face of Wac Arts for participants, parents & guardians
- Act professionally and with enthusiasm for Wac Arts activity, at all times
- Engage in feedback and planning for future Wac Arts programme activity

## **PERSON SPECIFICATION**

Candidates must have a clear understanding of and commitment to the aims of the programme. Candidates will ideally possess and be able to demonstrate all or most of the following:

### **Skills and experience**

- Excellent subject knowledge in creative/ performing arts, in any of the subjects offered by Wac Arts, or in another relevant field
- A teaching qualification or at least two years' experience in delivering sessions/ mentoring/ volunteering or other relevant teaching experience
- Experience of managing challenging behavior
- Experience lesson planning and completing subject paperwork
- Excellent time-management
- Excellent communication skills

### **Attitude and approach**

- A positive outlook
- Commitment to growth, development and positive change
- Able to work respectfully in a team
- Flexibility to adjust to change and development
- An understanding of and commitment to equality, diversity and inclusion

### **Useful skills and experience**

- Training in safeguarding of children and vulnerable adults
- Emergency First Aid certificate

This role requires an enhanced DBS clearance, which we will arrange for the successful candidate.

### **Equality**

As an equal opportunities employer, Wac Arts is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy or maternity, race or ethnicity, religion or belief, gender identity, marriage or civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join Wac Arts. We are looking for interest from people who reflect the diversity of London and the communities we serve.